

## 11 DATE

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

Name of Traveler: Wesley Look

Travel Expenses Paid by (List all sources): Alliance to Save Energy

Travel Date(s): August 9-12, 2016

Description/Title of Attached Forms: Amended RE-2 Form, RE-1 Form (Final version),  
PSTCF (Final version), Itinerary (Final version).

Purpose of Amendment (describe the reason for amending original submission): Travel dates on  
the RE-2 Form must be amended. RE-1 Form, PSTCF, and itinerary that  
were submitted to OPR are not the final version of the documents.

11/22/16

(Date)



(Signature of Traveler)\*

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**Date/Time Stamp:**

SECRETARY OF THE SENATE

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**LATE**

- Private Sponsor(s) (list all): Alliance to Save Energy

Travel date(s): August 10-12, 2016

Name of accompanying family member (if any): NA

Relationship to Traveler: ☐ Spouse ☐ Child

**Expenses for Employee:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$425.88	\$699.00	\$177.19	NA
<input checked="" type="checkbox"/> Actual Amount				

**Expenses for Accompanying Spouse or Dependent Child (if applicable):**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	NA	NA	NA	NA
<input type="checkbox"/> Actual Amount				

See attached itinerary

9/22/16  
(Date)

WESLEY LOOK  
(Printed name of traveler)

  
(Signature of Traveler)

**TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:**

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/22/2016  
(Date)

Len Uylen  
(Signature of Supervising Senator/Officer)

**00000009748  
00000008347**



Staffer Assigned G. Kilker

Date Assigned 7/11/14

Case No. 26762

[illegible]



Using less. Doing more.

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John Rhodes  
Environmental Protection Agency

Curt Rich  
Environmental Protection Agency  
Terry B. See

Environmental Protection Agency  
William Seaton  
Environmental Protection Agency

Cathy Snyder  
Environmental Protection Agency  
Terence Sobolewski

Environmental Protection Agency  
Fred Stephen  
Environmental Protection Agency

Susan Story  
Environmental Protection Agency  
Dave Szecspak

Environmental Protection Agency  
Dr. Susan Tiney  
Environmental Protection Agency

Marc Ulrich  
Environmental Protection Agency  
Cheryl Vance

Environmental Protection Agency

May 25, 2016

Wesley Look  
Adviser on Energy and Environment  
U.S. Senator Ron Wyden  
221 Dirksen SOB  
Washington, DC 20510

Dear Wesley:

The Alliance to Save Energy invites you to join us on a fact-finding trip to Boston to learn about policies and best practices that are helping to drive advances in energy productivity across the country. As currently planned, this trip will include visits throughout the Boston area and is scheduled for August 9 - 12, 2016. We have invited staff members from both sides of the aisle and from both Chambers to participate; to ensure well-rounded and robust discussions. A preliminary agenda, yet to be finalized, is attached with this invitation.

During this three-day trip, we will visit building efficiency test bed centers, a wind turbine testing facility, academic institutions and a wastewater treatment facility to explore the advances in energy efficiency businesses have made in their manufacturing processes, buildings and sustainability practices. We also plan to learn from discussions with local officials and members of the Northeast Energy Efficiency Partnerships, Regional Greenhouse Gas Initiative and National Grid.

This fact-finding mission is an excellent opportunity for Congressional staff to learn about state activities and businesses' progress to improve their energy productivity. The exchange can be used to develop, refine and advance policies at the federal, state and local levels.

Thank you in advance for your consideration. We expect a significant level of interest in this trip and, with limited capacity, we encourage you to respond at your earliest convenience as we will be accepting participants on a first-come, first-served basis. To meet the requirements set by the Ethics Committee, we will finalize the agenda and attendee list by June 22. If you would like to join us, or have any questions regarding the trip, please feel free to get in touch with Reed Brown, the Alliance's Senior Policy Associate, at [rbrown@ase.org](mailto:rbrown@ase.org) or (202) 530-2241.

Best,

Kateri Callahan  
President, Alliance to Save Energy



United States Senate

**SELECT COMMITTEE ON ETHICS  
HART SENATE OFFICE BUILDING, ROOM 220  
SECOND AND CONSTITUTION AVENUE, NE  
WASHINGTON, DC 20510-6425**

**July 25, 2016**

Wesley Look  
Office of Senator Ron Wyden  
United States Senate  
Washington, DC 20510

Dear Mr. Look:

This responds to your recent correspondence concerning an invitation you received to travel to the Alliance to Save Energy fact-finding trip in Boston, Massachusetts on August 9-12, 2016; sponsored by the Alliance to Save Energy.<sup>1</sup> The Alliance to Save Energy certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>2</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. The Alliance to Save Energy represents that although it retains or employs one or more registered lobbyists, it is an organization designated under § 501(c)(3) of the Internal Revenue Code,<sup>3</sup> and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>4</sup>

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for a personal purpose, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or

<sup>1</sup> Based on the information you submitted, the Committee understands that, for official purposes, you are extending your trip in Boston for approximately 5 hours before the beginning of the sponsor's officially related events. Your office is responsible for any costs associated with extending your trip for official purposes. You are also extending your trip, for personal purposes, for 4 days after the conclusion of officially related events. Because your proposed extension after the conclusion of the officially related events is longer than the sponsored trip itself, you are personally responsible for the full cost of your return transportation to Washington, D.C. and any additional expenses associated with extending your trip for personal purposes.

<sup>2</sup> The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>3</sup> 26 U.S.C. § 501(c)(3).

<sup>4</sup> The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.<sup>5</sup>

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Deborah Sue Meyer

**Enclosures: Travel Checklist**

<sup>6</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$123,175 for CY 2016) or is a political fund designee and is required to file an annual Financial Disclosure Report.

*Final*

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Alliance to Save Energy
2. Description of the trip: A fact-finding trip to Boston to learn about policies and best practices that are helping to drive advances in energy efficiency and energy productivity.
3. Dates of travel: August 9-12, 2016
4. Place of travel: Boston and Worcester, MA
5. Name and title of Senate invitees: Please see attached
6. I *certify* that the trip fits one of the following categories:
  - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**-OR-**

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

**Please see attached.**

[illegible]

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

**Please see attached.**

[illegible]

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

**Please see attached.**

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**Please see attached.**

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$450	\$699	\$258.75	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

**Please see attached.**

19. Name and location of hotel or other lodging facility:

## Element Boston Seaport

**391-395 D Street, Boston, MA 02210**

20. Reason(s) for selecting hotel or other lodging facility:

**Please see attached.**

- Please see attached.**

- Attendees will require air transportation to reach Boston, which will be coach airfare.**

**To attend sites in the greater Boston area we will use a mini bus or taxis for transportation.**

- No entertainment will be provided to, paid for or reimbursed to Senate invitees by the Alliance to Save Energy.**

- Signature of Travel Sponsor:**

**Name and Title:** Kateri Callahan, President

**Name of Organization:** Alliance to Save Energy

**Address:** 1850 M Street, NW, Suite 610, Washington, DC 20036

Telephone Number: (202) 857-0666

**Fax Number:** (202) 334-9588

**E-mail Address:** [kcallahan@ase.org](mailto:kcallahan@ase.org)

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The following staff members have been invited to participate on this trip.

- 12.**

**13.**

- Leads worldwide energy efficiency initiatives in policy advocacy, research, education, technology deployment and communications that impact all sectors of the economy. Provides vision and activism which includes active and engaged members of Congress, leaders from business, the public interest sector and academia.
- Initiates and participates in public-private partnerships, collaborate efforts and strategic alliances to optimize resources and expand its sphere of influence.
- Executes its mission through a team of recognized energy efficiency experts and professionals.

14.

- Field trip to San Francisco Bay Area that took place from August 12-14, 2015.
- Field trip to Hartford, CT on August 22-23, 2012 (including travel days).
- Field trip to Denver, CO on January 11-13, 2012 (including travel days).
- Field trip to Philadelphia, PA on August 26, 2011.
- Field trip from August 28, 2005 – September 2, 2005 to:





18.

There are several reasons why we have chosen Boston as the destination for this trip.

- The American Council for an Energy-Efficiency Economy (ACEEE) produces the annual State Energy Efficiency Scorecard, which ranks states based on energy efficiency policies and practices. Massachusetts has consistently been present near the top of these rankings and has held the top spot for the last five years. In addition to the state ranking, ACEEE also ranks a selection of major cities on the same criteria and Boston was ranked #1 in 2015. Therefore, Boston is an excellent option for such a trip because we can incorporate local and state level actions.
- The Alliance to Save Energy is also hosting a public briefing in Boston on August 10<sup>th</sup>, which will be included as part of the agenda. The briefing is entitled, "The Bay State: Creating Resilient Communities through Energy Efficiency," and will feature speakers from state and local government, regional organizations and local business leaders. A full agenda for the event is included below.
- The Greater Boston area boasts a wide range of field examples and opportunities to learn about energy efficiency in a relatively small geographical footprint.
  - National Grid's Sustainability Hub
    - National Grid is one of the largest investor-owned energy companies in the world and is heavily involved in the development and implementation of sustainable, innovative and affordable energy solutions. The National Grid Sustainability Hub is an integral part of the Worcester Smart Energy Solutions Program, the largest and most comprehensive smart grid program in the Commonwealth of Massachusetts. The Hub connects community and customers under one roof to provide hands-on education about smart grid technologies, energy efficiency, renewables, electric vehicles, and sustainability.
  - Massachusetts Institute of Technology
    - MIT is recognized as one of the foremost academic institutions for innovation and this extends to the energy sector. A few areas of particular interest include the MIT Energy Initiative (MITEI), the E2e Project and the MIT Energy Efficiency Strategy Project.
  - Clark University
    - Clark University has a long history of involvement on environmental issues and this also extends to energy issues. Clark installed a dual fuel cogeneration plant in 1982, which was one of the first to be grid-connected and further committed to sustainability by developing a Climate Action Plan that would get the university to be carbon neutral by 2030.
  - Fraunhofer Center for Sustainable Energy Systems
    - The Fraunhofer Center for Sustainable Energy Systems (CSE) accelerates the adoption of sustainable energy technologies through scientific research and engineering innovation. Specific areas of focus include building energy technologies, photovoltaic technologies and smart grid research and development.
  - Harpoon Brewery

**Harpoon Brewery is dedicated to corporate sustainability and employs energy efficient practices to meet its goals. The brewery has also installed a cogeneration plant and participates in a demand response program that helps alleviate stress to the electric grid during certain periods. Harpoon won Boston's Green Business Award for Sustainability in 2012.**

**20.**

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<b>Tuesday, August 9<sup>th</sup></b>	
~6:00 PM	Arrive at Reagan National Airport
~7:15 PM	Depart Reagan National Airport for Logan International Airport (Boston, MA)
TBD	Arrive at Logan International Airport
TBD	Shuttle from Airport to Hotel
TBD	Arrive at Element Boston Seaport Hotel 391-395 D Street Boston, MA 02210
<b>Wednesday, August 10<sup>th</sup></b>	
8:00 AM	Breakfast
8:30 AM	Depart for National Grid's Sustainability Hub in Worcester, MA via tour bus (Bus Company TBD)
9:30 AM	Arrive at Sustainability Hub for Tour and Presentation 921 Main Street Worcester, MA 01610 <i>Colleen Gardner, Manager, Sustainability Hub</i>
10:30 AM	Presentations at Clark University 950 Main Street Worcester, MA 01610 <i>Jack Foley, Vice President, Clark University</i>
12:30 PM	Lunch at Clark University
1:00 PM	Depart Clark University for Stockyard Restaurant (Brighton, MA)
2:00 PM	Arrive at Stockyard Restaurant for a briefing: "The Bay State: Creating Resilient Communities through Energy Efficiency." Briefing will feature keynote speakers from industry leaders and local government. 135 Market Street Brighton, MA 02135
5:00 PM	Widely-attended industry reception at Stockyard Restaurant Demonstration of Ecothermal Filters technology used in the restaurant <i>Darcy McMenamin, President, EcoThermal Filters</i>
7:30 PM	Depart Stockyard Restaurant for Hotel
<b>Thursday, August 11<sup>th</sup></b>	
8:00 AM	Breakfast
8:30 AM	Depart Hotel for Fraunhofer Center for Sustainable Energy Systems
9:00 AM	Arrive at Fraunhofer Center for presentations and tours 5 Channel Center Street Boston, MA 02210 <i>Christian Hoepfner, Director, Fraunhofer CSE</i> <i>Jan Kosny, Building Enclosure Program Lead, Fraunhofer CSE</i> <i>Lindsey Dillon, Marketing Manager, Fraunhofer CSE</i>
12:00 PM	Lunch at Fraunhofer Center
12:30 PM	Depart Fraunhofer Center for Harpoon Brewery
1:00 PM	Arrive at Harpoon Brewery for Sustainability Tour 306 Northern Avenue Boston, MA 02210 <i>Mike Letterman, General Manager, Beer Hall, Harpoon Brewery</i> <i>Liz Melby, Director of Communications, Harpoon Brewery</i>

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2:15 PM	Depart Harpoon Brewery for Massachusetts Institute of Technology (MIT)
2:45 PM	Arrive at MIT for tour and presentations 77 Massachusetts Avenue Cambridge, MA 02139 <i>Paul Parravano, Co-Director of Government and Community Relations, MIT</i> <i>Harvey Michaels, Energy Efficiency Lecturer, MIT</i> <i>Chris Reinhart, Associate Professor, MIT</i> <i>John Fernandez, Professor, MIT</i> <i>Julie Newman, Director of Sustainability, MIT</i>
5:30 PM	Depart MIT for Hotel
<b>Friday, August 12<sup>th</sup></b>	
8:00 AM	Breakfast
8:30 AM	Depart Hotel for Deer Island Wastewater Treatment Plant
9:15 AM	Arrive at Deer Island for tour 190 Tafts Avenue Winthrop, MA 02152 <i>David Duest, Director, DITP</i> <i>Nadia Caines, Tour Coordinator, DITP</i> <i>Kristen Patneaude, Program Manager for Energy Management, DITP</i>
11:30 AM	Depart Deer Island for Wind Technology Testing Center (WTTC) – part of the Massachusetts Clean Energy Center
12:00 PM	Arrive at WTTC for tour and lunch 100 Terminal Street Boston, MA 02129 <i>Rahul Yarala, Executive Director, WTTC</i> <i>Bob Fitzpatrick, Director of Government Affairs, MassCEC</i> <i>Jessica Ridlen, Public Outreach and Marketing Manager, MassCEC</i>
1:30 PM	Depart WTTC for Massachusetts Bay Transportation Authority (MBTA)
2:00 PM	Tour of MBTA Station 1000 Bennington Street Boston, MA 02128 <i>Mike Donaghy, Manager of Energy Efficiency, MBTA</i>
3:00 PM	Depart MBTA for Logan International Airport
3:30 PM	Arrive at Logan International Airport for Tour Address 1 Harborside Drive Boston, MA 02128 <i>Terry Civic, Manager of Utilities Control, Massport</i> <i>Anthony Guerrier, Assistant Director of Community Relations, Massport</i> <i>Luciana Burdl, Deputy Director of Capital Programs and Environmental Affairs, Massport</i>
5:00 PM	Conclusion of Trip

**Wednesday, August 10, 2016 | 3:00 - 5:00 pm | Stockyard Restaurant (135 Market St, Brighton, MA)**

\* Not confirmed

[illegible]